

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) DOD Combined Child & Youth Programs (44)					3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No.									
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt 10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest 11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither 12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					6. OPM Certification No.			9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
15. Classified/Graded by a. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Review d. First Level Review e. Recommended by Supervisor or Initiating Office					Official Title of Position REG PROGRAM ANALYST					Pay Plan NF		Occupational Code 0343		Grade 4		13. Competitive Level Code		14. Agency Use NAF POS		
16. Organizational Title of Position (if different from official title) REGIONAL PROGRAM ANALYST					17. Name of Employee (if vacant, specify)					Initials SN		Date 10-1-08								
18. Department, Agency, or Establishment DEPARTMENT OF NAVY					c. Third Subdivision															
a. First Subdivision Commander Navy Installations Command					d. Fourth Subdivision															
b. Second Subdivision					e. Fifth Subdivision															
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)															
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that					this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.															
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)															
Signature					Date					G. YOUNG, CNIC CYP		Signature		Date						
												10/9/08								
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position															
Typed Name and Title of Official Taking Action					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.															
S. N. NEW, PRINCIPAL CLASSIFIER					Signature					Date										
					10-1-08															
23. Position Review					Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																				
b. Supervisor																				
c. Classifier																				
24. Remarks																				
IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20a TO VERIFY ACCURACY WHEN PD IS USED																				
25. Description of Major Duties and Responsibilities (See Attached)																				

Regional Program Analyst NF-0343-04

Introduction

The purpose of the Regional Program Analyst is to provide support to the Regional Child and Youth Program (CYP) Manager through the conduct of various analysis functions, including financial analysis, staff advisory analysis services, personnel administration, and general administrative support for assigned organizational elements. This position is the liaison with regional support offices, which includes but is not limited to the Non-appropriated Funds (NAF) personnel office, Human Resources Office (HRO), and Regional financial management offices.

Major Duties and Responsibilities

The Regional Program Analyst is responsible for managing and coordinating CYP operations by providing a variety of program and financial analysis functions and general administrative support. This includes budgeting and financial management, data reporting, administrative support, personnel management, and communications, among other tasks. These tasks are summarized below.

Budgeting and Financial Management

- Advises the CYP Manager on the efficient execution of the budget through the review, tracking, and evaluation of NAF and APF budget requests, and requests for apportionments, expenditures, obligations, reprogramming, allotments and NAF restricted cash.
- Ensures that the operating budget, which includes both Appropriated Fund (APF) and NAF, is spent/ executed in accordance with established guidance.
- Reviews data submitted for consistency with previous estimates, current levels of operation, and anticipated changes. Revises data for the inclusion in budget reports and schedules as required.
- Recommends and implements improvements in the financial management of funds.
- Assists the Regional CYP Manager in the development of long range financial, budget, phasing, execution, and spending plans.
- Develops spreadsheets to collect and report financial data, manpower requirements, payroll and personnel information, facility requirements, revenue data, program changes, utilization, requirement trends, and indirect costs.
- Conducts specialized studies in such areas as the use of obligated funds to meet future needs, manpower utilization, document control, office automation, and effectiveness of service provided by other administrative offices (e.g., regional NAF Common Support Office, comptroller, procurement, regional NAF personnel office, and HRO).
- Conducts detailed financial forecast reviews and other related studies designed to improve the effectiveness of management support functions.

Data Reporting

- Collects, reviews and prepares reports for regional and Commander, Navy Installations Command (CNIC) reports and data calls. This includes development of reporting templates, verification of data accuracy, and analysis of data received. Reports may include program

enrollment, staffing, parent fees, United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP), and waiting list information.

- Analyzes and evaluates the effectiveness of programs or operations in meeting established goals, measures, and objectives as required.

Administrative Support

- Develops and reviews regional CYP Standard Operating Procedures (SOPs) to ensure accordance with applicable instructions.
- Coordinates the acquisitions of a wide variety of administrative functions including space, records, mail, property management, communications, travel transportation, procurement of supplies, equipment, printing and reproduction services.
- Liaisons with staff and/or supporting functional offices (i.e., personnel, comptroller, office functions, procurement) to provide adequate and timely services.

Personnel Management

- Serves as the program point of contact and liaison for Human Resources guidelines and regulations pertaining to GS, NAF and active duty military personnel assigned, as applicable.
- Advises management on basic classification, position management, recruitment and selection, training and award processes.
- Maintains accurate tracking systems for personnel programs and responds to specific queries from the personnel office for factual or statistical data.
- Uses mission and function statements, staffing plans and projected work requirements to develop training plans, long term training needs, EEO goals, awards distribution and performance rating reviews.

Communications

- Represents the Regional CYP Manager in administrative and financial matters at military and civilian community conferences or meetings at various locations.
- Originates and/or reviews official correspondence pertaining to the CDC, CDH, School Age Care (SAC) program, Youth Program and R&R program and reviews and releases technical and administrative reports as required.
- Maintains liaison and communications with Morale Welfare Recreation (MWR), regional headquarters, Commander Navy Installations Command (CNIC), and echelons of higher authority, as applicable, through correspondence and personal contact.
- Coordinates, consolidates and/or prepares special briefings and formal presentations on both administrative and technical issues for management.
- Coordinates, responds and tracks documentation regarding CNIC CYP inspections in accordance with cited regulations. Coordinates responses to CNIC inspection findings and ensuring follow-up until all issues are resolved

Additional Responsibilities

- Completes all DoN training requirements.
- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Performs other duties as assigned.

Classification Factors

Factor 1. Knowledge, Skills and Abilities Required by the Position

- An incumbent must have one of the following:
 - An equivalent of 3-years experience of professional management, financial management and administrative experience that qualifies the person for the position.
OR
 - A two-year degree related to business administration, school administration, leadership and management, early childhood management or communication with 2 years of professional management, financial management and administrative experience.
OR
 - A 4-year degree in the same fields with of 1 year of professional management, financial management and administrative experience.
- In-depth knowledge in child and youth programs and services, principles, practices, and techniques is preferred.
- Possess analytical ability to conduct studies and analyze program data to provide effective financial management support for the CYP.
- Comprehensive knowledge of organizational processes, procedures, operations and elements, including detailed knowledge of audit, management, financial management and administrative programs, objectives, and regulations.
- Working knowledge of policies and regulations related to personnel administration, EEO policies and procedures and manpower planning in order to prepare budget estimates and recommend organizational and business changes.
- Ability to communicate effectively both orally and in writing in English and possess strong interpersonal communication skills.
- Proficiency in writing reports and correspondence.
- Ability to make oral presentations and briefings to all levels of chain of command personnel and effectively represent the CYP on financial and administrative issues.
- Ability to develop, maintain and present accurate reports and records and military style instructions and documents. Knowledge of computers and a variety of software programs and methods of record keeping.
- Experience working with military families and an understanding of military lifestyles is preferred.
- Possess a driver's license.

Factor 2. Supervisory Controls

Reports to the Regional CYP Manager, who provides broad guidance in the form of verbal information regarding overall goals and objectives. Incumbent independently plans work and carries out assignments; interprets guidelines, policy, and regulations; and resolves most problems that arise. Incumbent is responsible for recommending specific methods, procedures, and informational sources to be utilized in achieving results. Long term and continuing assignments are carried out with minimum review from supervisor. The incumbent is responsible for keeping the supervisor informed of any issues that have far reaching implications, criminal

misuse of funds, or anything that could affect the public relations and/or the integrity of the department and command.

Factor 3. **Guidelines**

Work is governed by numerous operational, financial, administrative, personnel guidelines such as DoD and DoN manuals, directives, regional instructions, regulations, laws and policy decisions. The incumbent performs major duties and responsibilities with specific guidelines contained in Financial Management Policies and Procedures for MWR programs; Financial Management Regulations, DoD 7000.14-R; Recreation and Mess Central Accounting System (RAMCAS) User Handbook; Financial Management Regulations Vol. 13; UFM guidelines for NAF and higher policies, instructions and manuals. Operational guidelines include DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; Military Child Care Act (MCCA); NAVMED P-5010; Standard Operating Procedures; and other applicable instructions and regulations.

The incumbent must use judgment, ingenuity and initiative to identify and select the appropriate procedure or decide which precedent to follow. Work frequently involves making decisions and recommendations under strict time pressure and with conflicting guidance.

Factor 4. **Complexity**

Assignments are diverse in nature and cover a number of program components, including the administration and operation of programs, financial management, and marketing for activities. Work involves interpreting and developing policies, procedures, and instructions; monitoring the compliance of goals and objectives; and recommending the amount and timing of fund allocations. The work requires planning and organization, analysis of data and information, and considerable coordination and integration of the work of other staff within CYP, NAF and APF Business offices.

The decision making process involves assessing situations with conflicting priorities, insufficient data, and geographical dispersion of programs, therefore requiring analysis to determine the applicability of established methods. Participation in the development of local or regional policies helps ensure customer needs are met. The incumbent must effectively communicate policy and program changes to all levels of managers in order to gain concurrence and support.

Factor 5. **Scope and Effect**

The purpose of this position is to provide support to the Regional CYP Manager in managing and coordinating the current and future operations of the CYP by providing program, financial, and resource planning, and analysis and recommendations. Assignments are diverse in nature and cover a number of activities, services, and programs throughout the region. The work ensures the integrity of the CYP and the operating fund in establishing consistency and standardization throughout the region.

Factor 6. **Personal Contacts**

Contacts include all CNIC personnel, regional CYP employees, CYP Directors, parents, and subject matter experts in areas such as NAF and APF personnel, NAF accounting, APF execution, public works, security, procurement, supply and office services. Contacts also include Family Readiness Programs, MWR, Headquarters/Regional staff as well as vendor representatives, financial/administrative/audit personnel of other commands, and representatives of professional associations.

Factor 7. Purpose of Contacts

Contacts are made to gather and obtain necessary financial and program information to analyze the CYP program; influence cooperative attitudes and compliance with policies and directives; exchange information; and summarize, interpret and relay information on difficult or misunderstood policy questions. The incumbent plays a key role in gaining support and acceptance to Regional CYP policies and practices. The incumbent may negotiate with other functional specialists (e.g., personnel, business office, marketing) to obtain desired CYP objectives.

Factor 8. Physical Demands

Most of the work is conducted in an office setting where no special physical demands are made. However, the incumbent must be able to drive an automobile to visit distantly located sites. On occasion, air travel may be required.

Factor 9. Work Environment

The work environment involves everyday risks, which require normal safety precautions typical of such places as offices, residences or commercial buildings. The work area is usually adequately lighted, temperature controlled, and ventilated. Travel in and around the region to include visits to higher headquarter offices outside the region is required.